

## Getting Started

This manual provides instructions on how to use the Electronic Case Files (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet browsers and Portable Document Format (PDF) software.

Contact the court's Help Desk between the hours of 9:00 A.M. and 4:30 P.M., Monday through Friday, if you need assistance using ECF.

**Help Desk - East St. Louis** **1-866-867-3169**

**Help Desk - Benton** **1-866-222-2104**

OR                    **E-mail: [ecfhelp@ilsd.uscourts.gov](mailto:ecfhelp@ilsd.uscourts.gov)**

The ECF system allows registered participants with Internet accounts and web browser software to perform the following functions

- Access the court’s web page
- View or download the most recent version of the User’s Manual, Electronic Filing Rules, and Local Rules
- Self-train on a web-based ECF tutorial
- Practice entering pleadings into ECF using a “training” database that is similar to the official “live” ECF database
- Electronically file pleadings and documents in the actual “live” cases

- 
- View official docket sheets and documents associated with cases
  - View reports for cases that were filed electronically

## Requirements

### Hardware and Software Specifications

The hardware and software specifications to electronically file, view, and retrieve case documents are as follows.

- A personal computer with a Windows or Macintosh operating system
- An Internet provider using Point to Point Protocol (PPP)
- Internet access supporting a transfer rate of 28.8 kbs or higher
- Netscape Navigator software version 4.5, 4.7, or 4.76 or Internet Explorer 5.5
- Software, such as Adobe Acrobat or other portable document format (PDF) conversion software, to convert documents from word processing format to PDF format
- A scanner to convert documents that are not in your word processing system to PDF format

<p><b>Note:</b> This would be used for documents that cannot be produced electronically, such as photographs, insurance policies, and deposition excerpts. <i>(See Also Electronic Filing Rule 5)</i></p>
---

### PACER Registration

*(See Also Electronic Filing Rule 11)*

ECF users must have a PACER account to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center at 1-800-676-6856 or 1-210-301-6440 to establish an account. You may also register for PACER online at [www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov).

---

## **Registering for Access to ECF**

*(See Also Electronic Filing Rule 2)*

Participants must register with the court to receive a login and password for the ECF system. Registration forms can be obtained on our web site at [www.ilsd.uscourts.gov/cm\\_ecf.html](http://www.ilsd.uscourts.gov/cm_ecf.html) or by calling the court at 1-866-867-3169 or 1-866-222-2104. See Appendix A

Completed registration forms should be submitted online or mailed to:

U. S. District Court - Southern District of Illinois  
Attn: ECF Attorney Registration  
P. O. Box 249  
East St. Louis, Illinois 62202

After an account has been established, the participant(s) will be issued a login and password.

Registered users can visit a training version of the system on the Internet at [ecf-train.ilsd.uscourts.gov](http://ecf-train.ilsd.uscourts.gov) to practice ECF activities and to check the ECF training schedule. We strongly recommend that registered users obtain ECF training or practice in the “training” ECF database before filing documents in the “live” ECF database.

---

## Preparation

### Setting Up the Acrobat PDF Reader

To view documents that have been electronically filed on the system, users must install Adobe Reader. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe's instructions to use Adobe Reader after installation.

### Portable Document Format (PDF)

Only PDF documents may be filed with the court using the ECF system. Before sending a document to the court, users should preview the PDF-FORMATTED document to ensure it appears in its entirety and in the proper format.

### How to Convert Document to PDF Format

All documents **must** be converted to PDF format **before** submitting them to the court's ECF system. The conversion process requires software such as Adobe Acrobat versions 4.0 or above. There are various software applications capable of PDF conversion. WordPerfect 9 and 10 have the conversion capability built into the software.

### Using Most Word Processing Programs

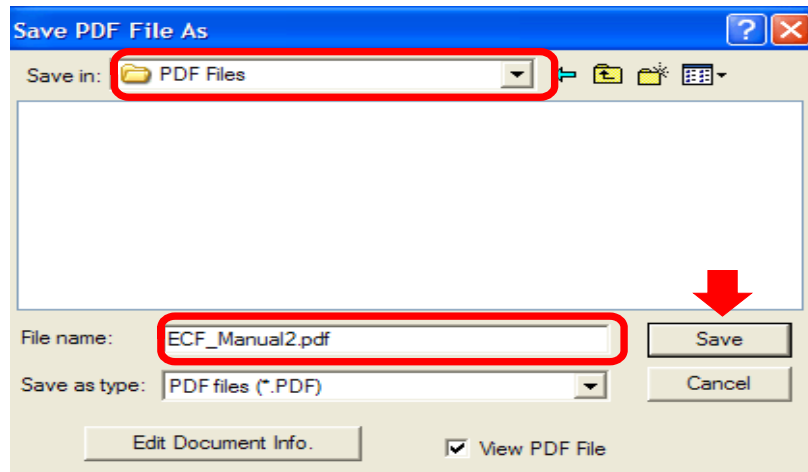
- Install Adobe Acrobat or other PDF software on your computer
- Open the document to be converted
- Select [**File > Print**] to change the current printer
- Select **Adobe PDFWriter** or **other PDF software printer driver**

**Note:** This process may change depending on the word processing program or other PDF conversion software. It may be necessary to find the printer selection options elsewhere. Please consult the user manual for your software.

- [**Print**] the file. The file does not actually print; it begins the conversion

---

process asking for a file name and saving location. (Be sure to note the “Save in:” location.)



- Name the file, add the .pdf extension, and click **[Save]**. The document now has been converted to PDF format under the newly assigned name, and the original document remains in the word processing format.

### **PDF Documents Requirements**

Documents converted from any word processing program must

- Comply with PDF versions 1.0 through 1.4
- Not contain security settings or have all security settings deactivated
- Have all fonts referenced in the record, including the “base 14 fonts,” embedded

Documents scanned

- Use at least 250-300 dpi for scanning
- Set image type to black and white bitmap, text (image only), or line art
- Adjust brightness to best possible view
- Must be identical in content and appearance to the source document

## **Basics**

### **User Interactions**

There are three general types of user interactions allowed by the system:

1. Entering data;
2. Using command buttons to direct system activities; and
3. Mouse-clicking on hyperlinks.

Command buttons and hyperlinks are used to direct the system to the next process.

### **Conventions Used in this Manual**

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>
- Command buttons are represented in the manual in **[bracketed boldface type]** or graphics
- Hyperlinks are represented in **underlined boldface type**

### **Documents Filed in Error**

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction. The ECF system does not permit you to change the misfiled document or incorrect docket entry after the transaction has been accepted.

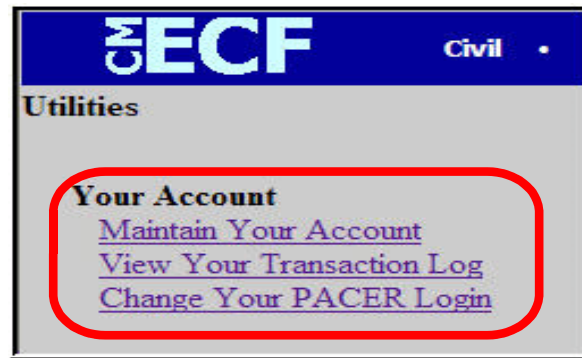
To request a correction, telephone as soon as an error is discovered.

<b>Help Desk - East St. Louis</b>	<b>1-866-867-3169</b>
<b>OR</b>	
<b>Help Desk - Benton</b>	<b>1-866-222-2104</b>

You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating the document was filed in error. Do **NOT** attempt to re-file the document. You will be advised if re-filing is required.

## Viewing the Transaction Log

Viewing the transaction log from the **Utilities** Menu allows for the review of all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without permission, change your password *immediately*. Then telephone the court's Help Desk at 1-866-867-3169 as soon as possible.



## User's Manual

The most recent version of the User's Manual is always available at [www.ilsd.uscourts.gov/cm\\_ecf.html](http://www.ilsd.uscourts.gov/cm_ecf.html) in PDF format. At this location we will announce scheduled service outages, changes to policies, etc. Separate web pages are available for each of the judges of the district on the court's website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) and should be consulted frequently for any updates regarding a particular judge's policies and practices.

## Retention and Signature Requirements

*(See Also Electronic Filing Rule 7)*

**Upon registration, users automatically endorse their electronic signature for purposes of Federal Rule of Civil Procedure 11 specifically, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure generally, and the local rules. The user's electronic signature also serves as a valid signature for purposes of unsworn declarations pursuant to 28 U.S.C. § 1746, service and filing pursuant to Federal Rule of Civil Procedure 5 and Federal Rule of Criminal Procedure 49, and establishing perjury pursuant to 18 U.S.C. §§ 1621-1623.**

- A. Documents that may be filed electronically without an accompanying signed

---

original hard copy

Any document allowed to be filed electronically and not requiring the submission of a signed original, as provided in subsection B, shall indicate a signature on the electronically filed document in the form “s/ Jane Doe.”

Because of potential perjury implications, a user filing a document may only represent his or her own signature with the “s/.” If, for example, a joint motion is being filed by two users who may both theoretically use the “s/” form, the user who actually electronically files the document may indicate his or her signature using the “s/” method, but the other user’s signature or consent must be represented in one of the following ways.

Documents not falling under the ambit of subsection B which require more than one signature must be electronically filed either by: (1) submitting a scanned document containing all necessary signatures; (2) representing the consent of the other parties on the document; (3) identifying on the document the parties whose signatures are required and by the submission of a notice of endorsement by the other parties no later than three business days after filing; or (4) in any other manner approved by the court. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within ten days of service.

<p><b>The originally executed hard copy must be maintained by the filer for five years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.</b></p>
---

B. Documents that may be filed electronically only if accompanied by a signed original hard copy

The following documents may be filed electronically only if a signed original hard copy document is also filed with the court and a copy served on all other parties:

1. Any document containing an oath or a declaration, certification, verification, or statement under the penalty of perjury, by any person other than an attorney of record in the case who is a user;
2. Any document setting forth any stipulation, by any person other than an attorney of record in the case who is a user;
3. In a criminal case, any document containing the signature of a defendant; and



- 
4. Certified copies of judgments or orders of other courts.

### **Notice of Electronic Filing (NEF)**

*(See Also Electronic Filing Rules 3 and 8)*

Electronic transmission of a document to the ECF system, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure and constitutes entry of the document on the docket maintained by the Clerk pursuant to Fed. R. Civ. P. 58, Fed. R. Civ. P. 79, and Fed. R. Crim. P. 55.

### **Service of Document by Electronic Means**

*(See Also Electronic Filing Rules 3 and 8)*

Whenever a pleading or other document is filed electronically, the ECF system will automatically generate and send a Notice of Electronic Filing (NEF) to the filing user and registered users of record. It is recommended that the user filing the document retain a paper or digital copy of the NEF, which shall serve as the court's date-stamp and proof of filing.

Transmission of the NEF shall constitute service of the filed document and must be deemed to satisfy the requirements of Fed. R. Civ. P. 5(b)(2)(D), Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(b). Nevertheless, all documents filed using the ECF system must include a certificate of service stating that the document has been filed electronically and is available for viewing and downloading from the ECF system. The certificate of service must identify the manner in which the service on each party was accomplished.

Attorneys who have not registered as users with ECF and non-prisoner pro se litigants who have not registered with ECF shall be served a paper copy of any electronically filed pleading or other document in accordance with the provisions of Fed. R. Civ. P. 5.

Service by electronic means shall be treated the same as service by mail for the purpose of adding three days to the prescribed response period.

### **Certificate of Service**

A certificate of service in accordance with Fed. R. Civ. P. 5(d) is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party and should be included

---

as the final page of the document. You may use the “Mailing Info for a Case” feature in ECF under “Utilities” to obtain information regarding which parties are registered users of ECF and which parties require service by regular mail. *See* Appendix B for a sample certificate of service.

## Transcripts

Proceedings of this Court. Transcripts of proceedings of this court shall be filed in hard copy and available for review in the Office of the Clerk.

Transcripts from other Courts. Transcripts of proceedings of other courts shall be filed electronically in PDF format, if so available, otherwise shall be filed on paper.

## Privacy

*(See Also Electronic Filing Rule 6 and Local Rule 5.1(d))*

To address the privacy concerns created by Internet access to court documents, unless otherwise ordered by the court, the filing attorney shall modify certain personal data identifiers in pleadings and other papers as follows:

1. Minors' names: Use minor's initials only;
2. Social Security numbers: Use last four numbers only;
3. Dates of birth: Use year of birth only;
4. Financial account numbers; Identify the type of account and the financial institution, but use only the last four numbers of the account number;
5. Drivers License numbers: Use the last four numbers only.

It is not the responsibility of the Clerk's Office to review each document to determine if pleadings have been modified and are in proper form.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. This document shall be retained by the court as a part of the record. The court may, however, still require the party to file a redacted copy for the public file.

---

## Sealed Documents

*(See Also Electronic Filing Rule 6)*

The filing of documents under seal is governed by Electronic Filing Rule 6, which requires that sealed documents shall not be filed electronically, but rather manually with the Clerk's Office. The first page of any such filing shall be a form entitled "Notice of Manual Filing" (*see* Appendix C). The party filing sealed documents shall also electronically file the "Notice of Manual Filing." A motion for leave to file documents under seal may be filed electronically unless prohibited by law.

## Special Filing Requirements and Exceptions

A. The following documents **shall be filed only on paper**:

1. Documents filed under seal;
2. Administrative records in social security cases and in other administrative review proceedings;
3. State court records and other Habeas Corpus Rule 5 materials;
4. Ex parte motions and applications; and
5. Pretrial hearing and trial exhibits.

B. The following documents **shall be filed on paper**, which **may also be scanned** into ECF by the Clerk's Office:

1. Civil complaints;
2. State court records filed in 28 U.S.C. § 1446 removal proceedings;
3. Pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF;
4. Charging documents in a criminal case, such as the complaint, indictment, information, and criminal case cover sheet;
5. Affidavits for search and arrest warrants and related papers;
6. Fed. R. Crim. P. 20 and Fed. R. Crim. P. 40 papers received from other courts;
7. Pleadings or documents in a criminal case containing the signature of a defendant, such as a waiver of indictment or plea agreement; and
8. Petitions for violations of supervised release.

---

## Submitting a Proposed Document

Some documents are technically not to be “filed.” Rather, they are to be “submitted.” For example, a proposed order, proposed amended complaint, proposed documents to be filed out of time, proposed documents in excess of page limit, “Joint Report of Parties and Proposed Scheduling and Discovery Order,” writ, post-judgment notice, and certain stipulations require court approval before actually being filed and given full effect. Settlement statements, by their very nature, are ex parte and therefore never filed. Because in the CM/ECF system docket entries themselves have the full force of a court order, to prevent confusion, such documents must be attached to an e-mail sent to the e-mail address of the assigned judge. All such documents must be submitted to the court in a format compatible with WordPerfect, which is a “Save As” option in most word processing software. Such proposed documents, except for settlements statements, should also be served on all parties. The judges’ e-mail addresses for such documents are as follows:

Chief Judge G. Patrick Murphy	<a href="mailto:GPMpd@ilsd.uscourts.gov">GPMpd@ilsd.uscourts.gov</a>
Judge J. Phil Gilbert	<a href="mailto:JPGpd@ilsd.uscourts.gov">JPGpd@ilsd.uscourts.gov</a>
Judge David R. Herndon	<a href="mailto:DRHpd@ilsd.uscourts.gov">DRHpd@ilsd.uscourts.gov</a>
Judge Michael J. Reagan	<a href="mailto:MJRpd@ilsd.uscourts.gov">MJRpd@ilsd.uscourts.gov</a>
Judge James L. Foreman	<a href="mailto:JLFpd@ilsd.uscourts.gov">JLFpd@ilsd.uscourts.gov</a>
Judge William D. Stiehl	<a href="mailto:WDSpd@ilsd.uscourts.gov">WDSpd@ilsd.uscourts.gov</a>
Judge Gerald B. Cohn	<a href="mailto:GBCpd@ilsd.uscourts.gov">GBCpd@ilsd.uscourts.gov</a>
Judge Philip M. Frazier	<a href="mailto:PMFpd@ilsd.uscourts.gov">PMFpd@ilsd.uscourts.gov</a>
Judge Clifford J. Proud	<a href="mailto:CJPpd@ilsd.uscourts.gov">CJPpd@ilsd.uscourts.gov</a>

If the motion is granted, you will be directed to electronically file the document with the court.

## Filing Other Types of Documents

To file a document other than a motion or application, make the appropriate selection from the appropriate menu. The screens that follow will be very similar to those described for filing a motion.

## Technical Failures

*(See Also Electronic Filing Rule 10)*

Scheduled service outages will be posted on the court’s website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov). Unscheduled service outages will be dealt with on an individual basis.

## A Step-By-Step Guide

(See Also *Electronic Filing Rule 3*)

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

### How to Access the System

Users can access the system via the Internet at [ecf.ilsd.uscourts.gov](https://ecf.ilsd.uscourts.gov)



or through the court's web site at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) and click "CM/ECF" hyperlink.

**Note:** Users can access the "Training" database at [ecf-train.ilsd.uscourts.gov](https://ecf-train.ilsd.uscourts.gov)

## ECF/PACER Login

- The next screen is the login screen.

**ECF/PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x, and Internet Explorer 5.5

Enter your ECF login and user password in the appropriate data entry field. Then click the **[Login]** button to transmit the information to the system. All login names and passwords are case sensitive. If an error is made before submission, click **[Clear]**.

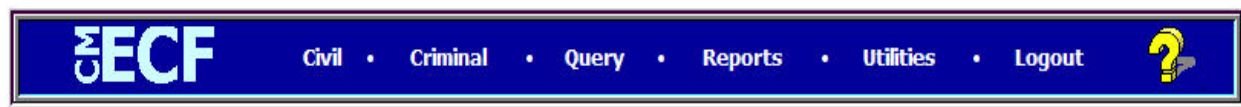
- If an invalid combination has been submitted, the system responds with an error message. Click **[Back]**, then re-enter your login and password.
- For those current PACER users that have not registered as e-filers, you may use your PACER login to view docket sheets and documents, but you will not be able to file documents without an ECF login and password.
- The entry of a valid login and password combination prompts the system to display the **Main Menu**.

**Note:** The date last logged into the system appears at the bottom left corner of this screen. Please review this information at each login for security reasons. If you believe your last login date and time are incorrect, please change your password and notify the court's Help Desk (see page 2) immediately.



- Once the **Main Menu** appears, select from the hyperlinked options in the blue bar.

### Selecting ECF Features

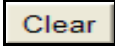

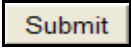


- |                        |  |
|------------------------|--|
| <u><b>Civil</b></u>    | Select <u><b>Civil</b></u> to electronically file all civil case pleadings, motions, and other court documents.  |
| <u><b>Criminal</b></u> | Select <u><b>Criminal</b></u> to electronically file all criminal case pleadings, motions, and other court documents.  |
| <u><b>Query</b></u>    | <u><b>Query</b></u> ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. Login to PACER is required to query ECF. |

- Reports** Select **Reports** to retrieve docket sheets and cases-filed reports. Login to PACER is required to view reports.
- Utilities** Select **Utilities** to view the transaction log and maintain personal ECF account information.
- Logout** Select **Logout** to properly exit from ECF and prevent further filing with your login and password.

### Manipulating the screens

Each screen has the following two buttons:

1.  clears all characters entered in the box(es) on that screen; and
2.  or  accepts the entry just made and displays the next entry screen, if any.

**Note:** Frequently it may be necessary to scroll to the bottom of the page to locate the response buttons.

### Correcting a mistake

Use the [Back] and [Forward] buttons located in the top left corner on the Navigation Toolbar to go back to correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.





---

## Civil Events Feature

There are eight basic steps involved in filing a document:

1. Select the type of document to file (*see* Appendix D);
2. Enter the case number in which the document is to be filed;
3. Select the parties filing the document;
4. Specify the PDF file name and location for the document to be filed;
5. Add attachments, if any, to the document being filed;
6. Modify docket text as necessary;
7. Submit the pleading to ECF; and
8. Receive notification of electronic filing.

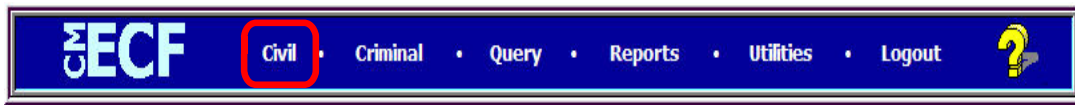
### Filing a Civil Complaint

Civil complaints shall be filed in paper form with the Clerk's Office in person or by U. S. Mail. Present the Clerk's Office with:

- (a) Complaint;
- (b) Civil Cover Sheet (JS-44c); and
- (c) \$150.00 filing fee payment in the form of a check, credit card, money order, or cash.

**Note:** The Clerk's Office will open the case in ECF, scan the complaint into PDF format, and docket the complaint. You will receive electronic notice of the filing of the complaint if you are registered with an ECF login and password. **This does not constitute service pursuant to Federal Rule of Civil Procedure 4.**

## Filing a Motion



### 1. Select the type of document to file

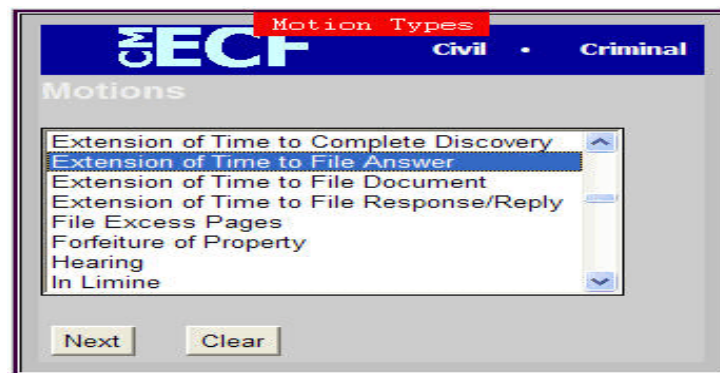
- Select Civil from the blue bar at the top of the Main Menu
- Click Motions

This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



- Select the type of motion

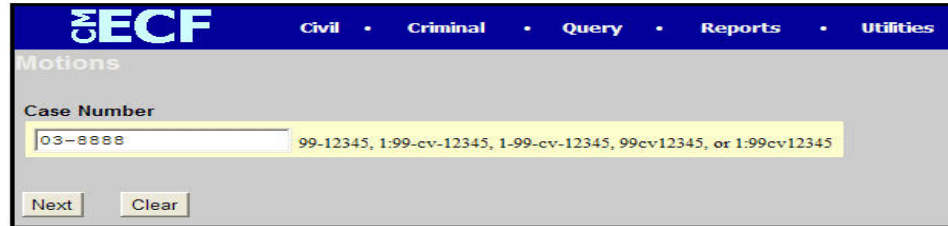
Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **Ctrl** key and click the appropriate forms of relief.



---

## 2. Enter the case number

- If the number is entered incorrectly, click **Clear** to re-enter  
**OR**
- If the system indicates an invalid case number, click **[BACK]** to re-enter.
- When the case number is correct, click **Next**



The screenshot shows the CM/ECF Motions screen. At the top, there is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this, the page title "Motions" is displayed. The main section is titled "Case Number" and contains a text input field with the value "03-8888". To the right of the input field, a yellow tooltip displays the following text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field, there are two buttons: "Next" and "Clear".

### 3. Select the name of the party for whom the motion is being filed

- Click the down arrow to the right of the box to scroll through the list  
**OR** if the name does not appear on the list
- Click Add/Create New Party

The screenshot shows the ECF Motions interface. At the top, there's a blue header with the ECF logo and tabs for Civil, Criminal, and Query. Below the header, the page title is "Motions". A case number "03-08888-JPG Smith v. Redman" is displayed. The instruction "Select the filer." is followed by "Select the Party:". A dropdown menu is open, showing two options: "Redman, Jane [Defendant]" and "Smith, John R [Plaintiff]". To the right of the dropdown, the text "Add/Create New Party" is highlighted with a red rectangle. At the bottom of the dropdown area, there are "Next" and "Clear" buttons.

The name of the party may exist in the database even though it is not linked to the case.

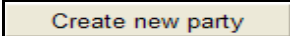
When searching, type a minimum of the first two letters of the business' name or individual's last name.

The screenshot shows the ECF "Search for a party" interface. It has a blue header with the ECF logo and tabs for Civil and Criminal. Below the header, the title "Search for a party" is followed by a label "Last/Business name" and an empty text input field. Below the input field, there are "Search" and "Clear" buttons.

- Click Search

The computer displays a list of party names in the alphabet range selected. If the name of the party appears, select it and click "**Select name from list.**"

**OR**

If the party name is not on the list or the search returns "**No person found,**" click . See party name standards Appendix E.

If you select a party name already in the database, review the party information

and be sure to select the party's role in this filing. Click the white box to the right of role and select the correct role, *i.e.*, plaintiff, defendant, etc. If no role is selected, the default role of defendant will be entered.

C  
I  
V  
I  
L

- Enter the information requested  
(Be sure to select the proper party role)
- Click

**Note:** Party text is additional information about the party as it is listed on the pleading (*e.g.*, in his or her official capacity). Party text will only appear on the docket sheet next to the parties' names.

It may be necessary to complete the attorney/case association listed below.

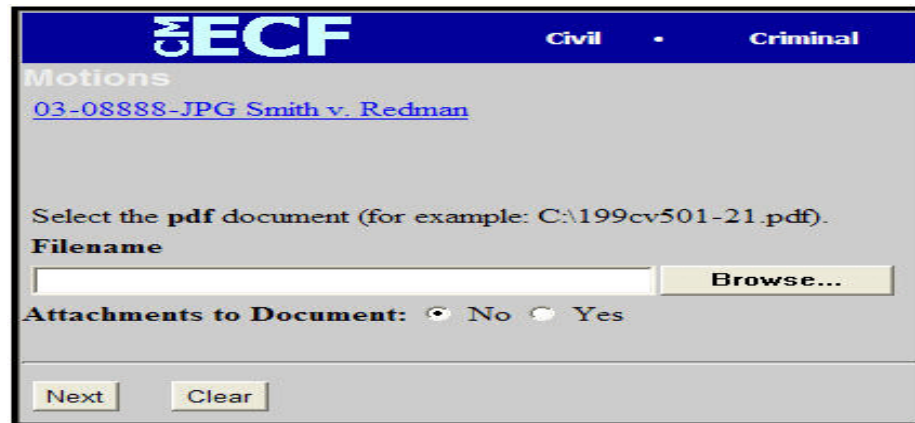
- Click on the box to the left of the appropriate party to complete the association

---

4. Specify the PDF file name and location for the document to be filed

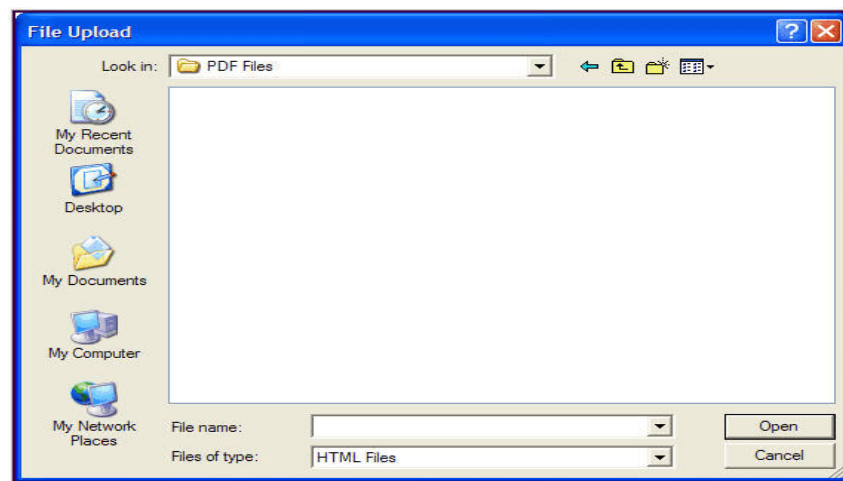
The next screen prompts for the selection of a PDF filename of the document being filed.

The document must be in PDF format with a .pdf suffix. If not, the document will not be readable by the system.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and tabs for 'Civil' and 'Criminal'. Below the header, the word 'Motions' is displayed. A link for '03-08888-JPG Smith v. Redman' is visible. The main area contains the instruction: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. Below this is a 'Filename' label and a text input field. To the right of the input field is a 'Browse...' button. Below the input field, there is a section for 'Attachments to Document:' with radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form are 'Next' and 'Clear' buttons.

- Enter the full path name of the document to be filed in the space provided
- OR
- Click **Browse...** to navigate to the appropriate directory and file, then select the document



- Change the **Files of type** from

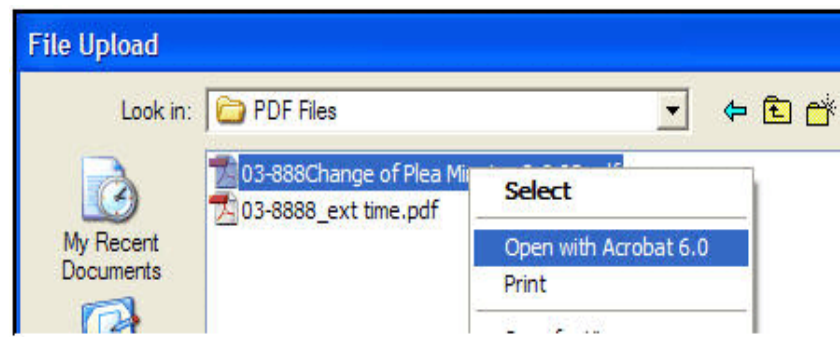



- to



- Select the file to upload to ECF

**Note:** To verify the document being filed is the correct document, right click the file name to display the quick menu and left click to open. The .pdf document will open and **MUST** be viewed to verify it is the correct document.



- Once verified for correctness, click [Open]. The **File Upload** screen closes, and the document is posted to the PDF file name on the **Motions** screen.
- If there are **no attachments/exhibits** to the motion
  - Click 
  - Proceed to Step 6

## 5. Adding attachments/exhibits to documents

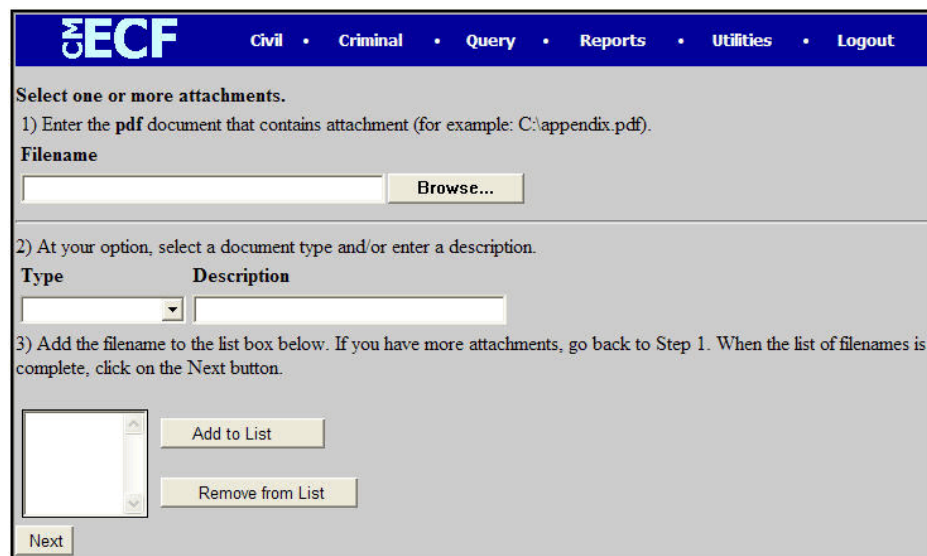
(See Also *Electronic Filing Rule 5*)


- If there are attachments to the motion



- Click **Yes**
- Click **Next**

An additional screen is displayed (all exhibits must be attached to the motion) which allows for the attachment of one or more documents.



- Under **Type**, click the  (drop-down) list then select the appropriate type of attachment
- Click in the **Description** box and type the description
- At the prompt: “**Please select the PDF filename of the document you are filing,**” type in the PDF name of the attachment, or click **Browse...** to search
- Click **Add to List**
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click **Next**



---


### **When attachments and exhibits are in paper format**

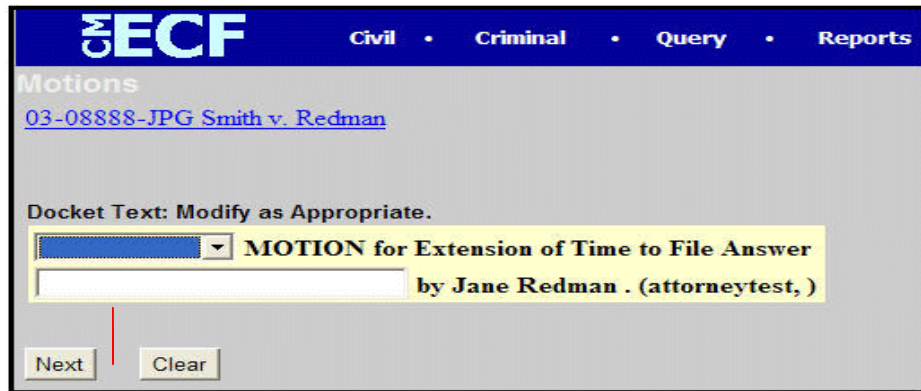
Any attachment and/or exhibit that cannot be created and filed electronically, or is greater than 20 pages, should be submitted in paper format. Present the attachment and/or exhibit to the clerk's office with the required notice. A document filed electronically that has related exhibits, attachments or briefs filed conventionally shall include, on the last page of the document, a form entitled "Notice of Manual Filing." (See *Electronic Filing Rule 5 and Appendix C*)

<b>Note:</b> Filers must not attach any pleading or other paper already on file with the court. Merely refer to that document number.
---

---

6. **Modify docket text**

- Click the  (drop-down) modifier list and select the appropriate modifier if any
- Click the open text area to type additional text for the description



ECF Civil • Criminal • Query • Reports

Motions

[03-08888-JPG Smith v. Redman](#)

Docket Text: Modify as Appropriate.

MOTION for Extension of Time to File Answer  
 by Jane Redman . (attorneytest, )

Next Clear

C  
I  
V  
I  
L

## 7. Submit the pleading to ECF

- Click **Next** and a new **Motion** window appears with the complete text for the docket entry
- Review the docket text and correct any errors  
[If modification is needed on a previous screen, click **[Back]** on the browser toolbar]

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Utilities. Below this is a section titled 'Motions' with a hyperlink '03-08888-JPG Smith v. Redman'. The 'Docket Text: Final Text' section displays the text 'First MOTION for Extension of Time to File Answer by Jane Redman. (attorneytest, )'. A red warning message states: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' At the bottom are two buttons: 'Next' and 'Clear'.

- Click **Next** to file the pleading

**Note: The above screen contains the following warning.**

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.
- OR**
- Clicking the Web Browser **[Back]** button to the desired screen.

---

## 8. Notice of Electronic Filing (NEF)

- ECF opens a new **Motions** window displaying the official filing receipt

**Motions**  
[03-08888-JPG Smith v. Redman](#)

**U.S. District Court**  
**Southern District of Illinois CM/ECF Test Database**

Notice of Electronic Filing

The following transaction was received from attorneytest, entered on 8/25/2003 at 3:44 PM CDT and filed on 8/25/2003

**Case Name:** Smith v. Redman  
**Case Number:** [4:03-cv-8888](#)  
**Filer:** Jane Redman  
**Document Number:** [2](#)

**Docket Text:**  
First MOTION for Extension of Time to File Answer by Jane Redman. (attorneytest, )

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**n/a  
**Electronic document Stamp:**  
[STAMP dcecfStamp\_ID=1047403380 [Date=8/25/2003] [FileNumber=35-0] [6b  
c71fd69efe653b412e5e7d0ddda1cd4c6d2a4c71b30d498de8c0c72cf741c20c4c0d09  
aebelab818dddbdac59c80383679ff8b49249c22a0ea8ddfd7b48df5]]

**4:03-cv-8888 Notice will be electronically mailed to:**

**4:03-cv-8888 Notice will not be electronically mailed to:**

Perry Mason

- This screen provides confirmation that ECF has registered your transaction, and the pleading is now an official court document. It also displays the date and time of your transaction, as well as the number assigned to the document. Please note the number of the document.
- Select [**Print**] on the browser toolbar to print the document receipt
- **OR**
- Select [**File**] on the browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** constitutes the file stamp. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy for your personal files.

---

### **E-Mail Notification of Documents Filed**

*(See Also Electronic Filing Rule 8)*

ECF will electronically transmit the Notice of Electronic Filing to the other attorneys and parties to the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing on attorneys and parties who are not set up for electronic notification.

Individuals who receive Notice of Electronic Filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document *and* the docket sheet to verify that the pleading was properly docketed. The court strongly urges you to copy the Notice of Electronic Filing and documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

<p><b>Note:</b> It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.</p>
--

## Linking Document (Refer to Existing Events)

Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents the following screen will be presented

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a blue header with the ECF logo and tabs for 'Civil' and 'Criminal'. Below the header, the title is 'Other Documents' and the case name is '03-08888-JPG Smith v. Redman'. A checkbox labeled 'Refer to existing event(s)?' is present. Below it, there are two rows of input fields: 'Filed' and 'Documents', each followed by a 'to' label and another input field. At the bottom, there are 'Next' and 'Clear' buttons.

An “event” is anything that has been filed in the case. To “link” the document currently being filed to a previously filed document

- Check the box in front of “**Refer to existing event(s)?**” (the date filed or the document number may also be entered)
- Click **Next**

This screenshot shows the ECF interface after clicking 'Next'. The title is still 'Other Documents' and the case name is '03-08888-JPG Smith v. Redman'. Below the title, it says 'Select the appropriate event(s) to which your event relates:'. There is a list of four events, each with a checkbox:
 

- ☐ 08/25/2003 1 COMPLAINT with jury demand against Jane Redman ( Filing fee \$ 150 receipt number 5555555.), filed by John R. Smith.(vln, )
- ☐ 08/25/2003 2 First MOTION for Extension of Time to File Answer by Jane Redman. (attorneytest, )
- ☐ 08/26/2003 3 MOTION to Appoint Counsel by Jane Redman. (vln, )
- ☐ 08/26/2003 4 EXHIBIT by Jane Redman.. (vln, )

 At the bottom, there are 'Next' and 'Clear' buttons.

- Click the checkbox for the document to be linked
- Click **Next**

---

## Criminal Events Feature

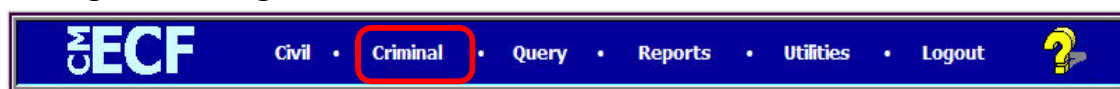
**Note:** Only counsel of record in a criminal case and other specifically authorized users will have electronic access to criminal cases. Non-parties may access the electronic documents at a public user terminal at the courthouse in East St. Louis or Benton. *See Also Electronic Filing Rule 11*

### Filing Documents for Criminal Cases

There are nine basic steps involved in filing a criminal document:

1. Select the type of document to file (see Appendix D);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant to whom the filing relates;
4. Designate the party(s) filing the document;
5. Specify the PDF file name and location for the document to be filed;
6. Add attachments, if any, to the document being filed;
7. Modify docket text as necessary;
8. Submit the pleading to ECF; and
9. Receive notification of electronic filing.

### Filing a Pleading or Document



#### 1. Select the type of document to file

- Select Criminal from the blue menu bar at the top of the Main Menu

This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

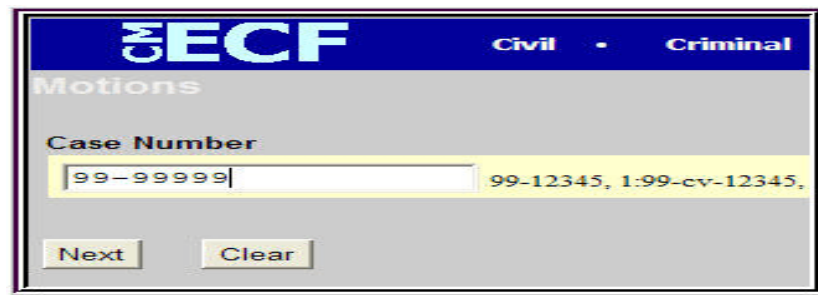
- Click **Motions** under **Motions and Related Filings**



---

2. **Enter the case number**

- If the number is entered incorrectly, click  to re-enter
- **OR**
- If the system indicates an invalid case number, click **[BACK]** to re-enter.
- When the case number is correct, click



The screenshot shows a web interface for the ECF (Electronic Case Filing) system. At the top, there is a blue header with the ECF logo and the text "Civil • Criminal". Below the header, the word "Motions" is displayed. The main section is titled "Case Number" and contains a text input field with a yellow border. The input field contains the text "99-99999". To the right of the input field, there is a small text label "99-12345, 1:99-cv-12345,". Below the input field, there are two buttons: "Next" and "Clear".



---

3. **Designate the defendant to whom the filing relates**

**Note:** It may be necessary to complete the attorney/case association listed below.

- Click on the box to the left of the appropriate defendant to complete the association



**CM/ECF** Civil • Criminal • Query

Motions

[99-99999-JLF USA v. Doe](#)

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☒ Doe, Jane(pty:dft) represented by attorneytest1, (aty)

Next Clear

C  
R  
I  
M  
I  
N  
A  
L

---

4. **Select the type of motion**

- Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **Ctrl** key and click on the appropriate forms of relief.

The screenshot shows a web interface for filing motions. At the top is a blue header with the 'ECF' logo and tabs for 'Civil' and 'Criminal'. Below the header, the text 'Motions' is displayed, followed by a case identifier '99-99999-JLF USA v. Doe'. A scrollable list box contains the following options: 'Strike', 'Subpoena', 'Substitute Attorney', 'Supplement', 'Suppress' (which is highlighted with a blue background), 'Surrender', 'Temporary Custody Transfer', and 'Travel'. To the right of the list is a vertical scrollbar. At the bottom of the interface are two buttons: 'Next' and 'Clear'.

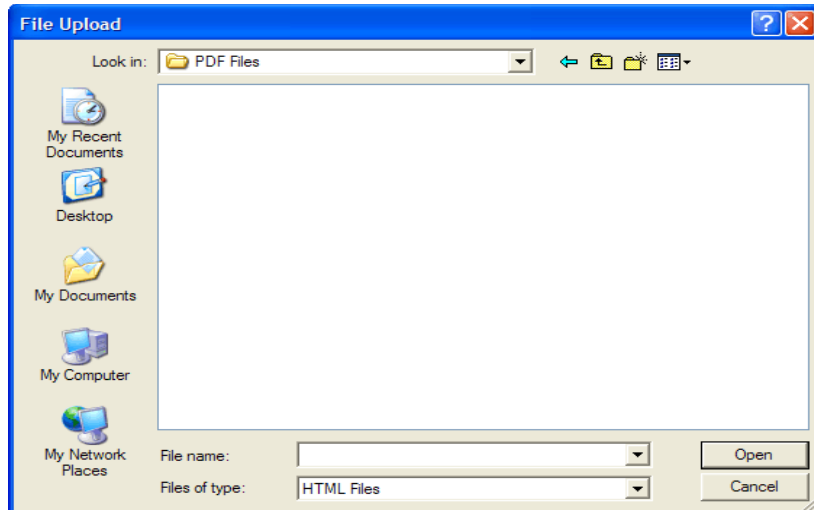
C  
R  
I  
M  
I  
N  
A  
L

5. Specify the PDF file name and location for the document to be filed

**Note:** The document must be in PDF format with a .pdf suffix. If not, the document will not be readable by the system.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a blue header with the ECF logo and navigation links: Civil, Criminal, and Query. Below the header, the page is titled "Motions" and shows a case reference "99-99999-JLF USA v. Doe". The main area contains a prompt: "Select the pdf document (for example: CA199cv501-21.pdf)." followed by a "Filename" label and a text input field. To the right of the input field is a "Browse..." button. Below the input field, there's a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of the form are "Next" and "Clear" buttons.

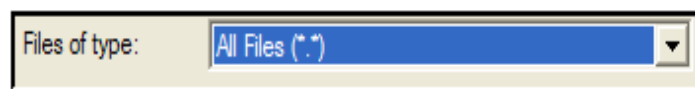
- Click **Browse...** and the following screen opens



- Change the **Files of type** from



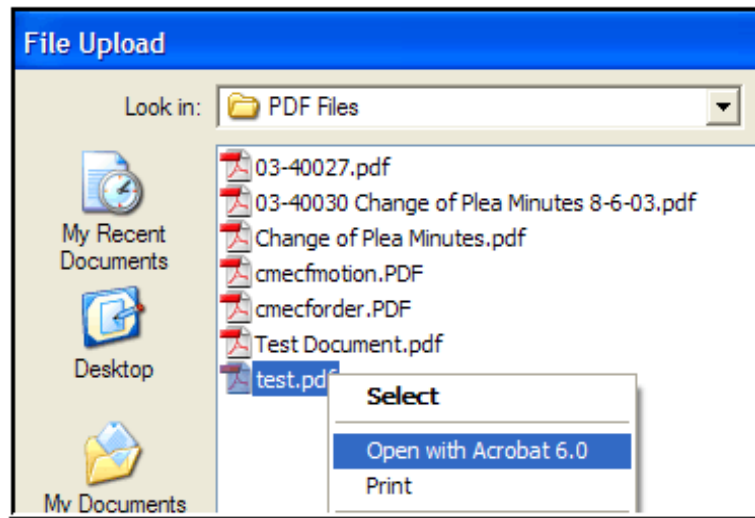
- to



- Select the file to upload to ECF

---

Note: To verify the document being filed is the correct document, right click the file name to display the quick menu and left click to open. The .pdf document will open and MUST be viewed to verify it is the correct document.



- Once verified for correctness, click [Open]. The File Upload screen closes and the document is posted to the PDF file name on the Motions screen.
- If there are no attachments to the motion,
  - Click **No**
  - Click **Next**
  - Proceed to Step 7 “Modifying Docket Text” to continue filing


6. **Adding attachments, if any, to the document being filed**  
(See Also Electronic Filing Rule 5)

**Note:** Proposed orders are not to be submitted as attachments. The procedure is addressed in the Basics section.

• **Attachments to Document:** ☐ No ☒ Yes

- Click **Yes**
- Click **Next**

An additional screen is displayed (all exhibits must be attached to the motion) which allows for the attachment of one or more documents.

- Under **Type** click the  (drop-down) list and select the appropriate type of attachment
- Click in the **Description** box and type the description
- At the prompt, “**Please select the PDF filename of the document you are filing,**” type in the PDF name of the attachment or click **Browse...** to search
- Click **Add to List**

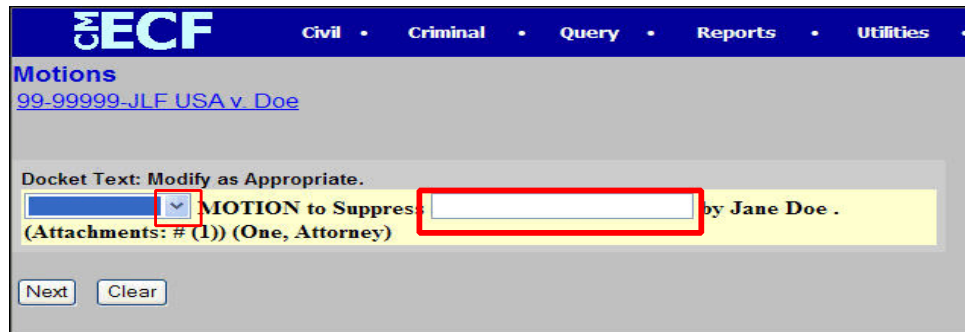
- 
- If there are additional attachments, repeat this sequence for each
  - When all documents are attached, click

**When attachments and exhibits are in paper format**

Any attachment or exhibit that cannot be created and filed electronically, or is greater than 20 pages, should be submitted on paper. Present the attachment or exhibit to the Clerk's Office with the required notice. *See Electronic Filing Rule 5 and Appendix C.*

<p><b>Note:</b> Filers must not attach as an exhibit any pleading or other paper already on file with the court. Merely refer to that document number.</p>
--

## 7. Modify docket text





ECF Civil • Criminal • Query • Reports • Utilities •

Motions  
[99-99999-JLF USA v. Doe](#)

Docket Text: Modify as Appropriate.

MOTION to Suppress  by Jane Doe .  
(Attachments: # (1)) (One, Attorney)

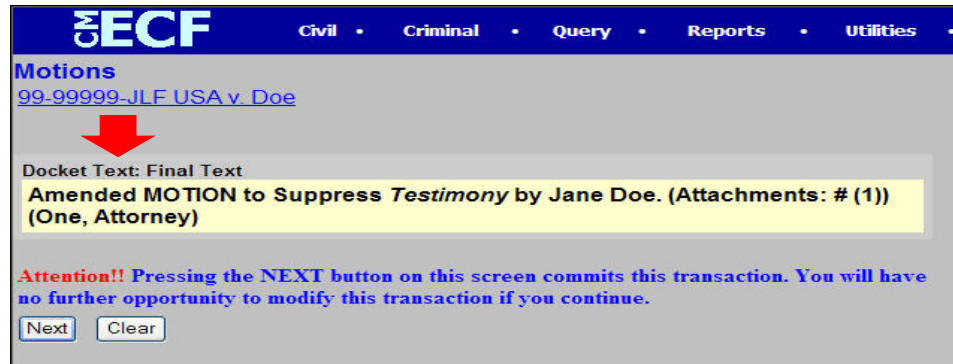
Next Clear


- Click the  (drop-down) modifier list and select the appropriate modifier, if any
- Click the open text area to type additional text for the description
- Click 

C  
R  
I  
M  
I  
N  
A  
L

## 8. Submit the pleading to ECF

- A new **Motion** window appears with the complete text for the docket entry
- Review the docket text carefully and correct any errors  
[If modification is needed on a previous screen, click **[Back]** on the browser toolbar.]



- Click  to file the pleading

**Note: The above screen contains the following warning.**

**Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.

**OR**

- Clicking the Web Browser **[Back]** button to the desired screen.



## 9. Notice of Electronic Filing (NEF)

- ECF opens a new **Motions** window displaying the official filing receipt

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

U.S. District Court  
Southern District of Illinois CM/ECF System

Notice of Electronic Filing

The following transaction was received from One, Attorney entered on 10/8/2003 at 1:51 PM CDT and filed on 10/19/2003

Case Name: USA v. Doe  
Case Number: [4:99-cr-99999](#)  
Filer: Dft No. 1 - Jane Doe  
Document Number: [2](#)

Docket Text:  
Amended MOTION to Suppress *Testimony* by Jane Doe. (Attachments: # (1))(One, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
[STAMP dcecfStamp\_ID=1047403380 [Date=10/8/2003] [FileNumber=288-0] [c676cda49b246d7afd65ea530fc9a44b5fab8b3548f3ccad6b88b8926076fd3844ce9d921f79501823343741f789a0382a1c5236b4dc0131ebfa92b2a9bbc651]]  
Document description:  
Original filename: n/a  
Electronic document Stamp:  
[STAMP dcecfStamp\_ID=1047403380 [Date=10/8/2003] [FileNumber=288-1] [7d788fae3c24bff941c9e313cbc6d002811be4e2653776f788d0726f77c6e812e4204425862a667b546c8387ca60e9d475c4bbc009e9383c6e44e3a06111e6f6]]

4:99-cr-99999-1 Notice will be electronically mailed to:

Attorney One jcalabra@hotmail.com,

4:99-cr-99999-1 Notice will not be electronically mailed to:

Perry Mason  
,  
Samuel Oscar

- This screen provides confirmation that ECF has registered your transaction, and the pleading is now an official court document. It also displays the date and time of your transaction as well as the number assigned to the document. Please note the number of the document.
- Select **[Print]** on the browser toolbar to print the document receipt
- Select **[File]** on the browser menu bar, and choose **Save Frame As....** from the drop-down window to save the receipt to a file on the hard drive of your computer

**Note:** The **Notice of Electronic Filing** constitutes the file stamp. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy for your personal files.

---

## **E-Mail Notification of Documents Filed**

*(See Also Electronic Filing Rule 8)*

ECF will electronically transmit the Notice of Electronic Filing to the other attorneys and parties to the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification.

Individuals who receive Notice of Electronic Filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document *and* the docket sheet to verify that the pleading was properly docketed. The court strongly urges you to copy the Notice of Electronic Filing and pleading documents to your hard drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.


<p><b>Note:</b> It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.</p>
--

## Linking Document (Refer to Existing Events)

Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents the following screen will be presented


The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there's a blue header with the ECF logo and tabs for 'Civil' and 'Criminal'. Below the header, the page title is 'Other Documents' and the case name is '03-08888-JPG Smith v. Redman'. A checkbox labeled 'Refer to existing event(s)?' is present. Below it, there are two rows of input fields: 'Filed' and 'Documents', each followed by a 'to' label and another input field. At the bottom, there are 'Next' and 'Clear' buttons.

An “event” is anything that has been filed in the case. To “link” the document currently being filed to a previously filed document

- Check the box in front of “**Refer to existing event(s)?**” (the date filed or the document number may also be entered)
- Click 

This screenshot shows the same ECF interface, but the 'Refer to existing event(s)?' checkbox is checked. Below the checkbox, a list of events is displayed with the instruction 'Select the appropriate event(s) to which your event relates:'. The events are listed with checkboxes, dates, and descriptions. At the bottom, there are 'Next' and 'Clear' buttons.

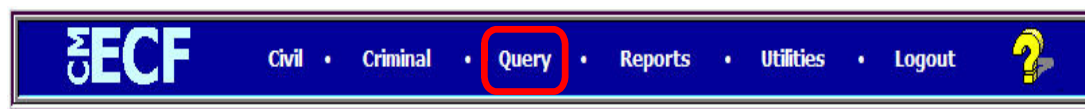
Event
<input type="checkbox"/> 08/25/2003 <a href="#">1</a> COMPLAINT with jury demand against Jane Redman ( Filing fee \$ 150 receipt number 5555555.), filed by John R. Smith. (vln, )
<input type="checkbox"/> 08/25/2003 <a href="#">2</a> First MOTION for Extension of Time to File Answer by Jane Redman. (attorneytest, )
<input type="checkbox"/> 08/26/2003 <a href="#">3</a> MOTION to Appoint Counsel by Jane Redman. (vln, )
<input type="checkbox"/> 08/26/2003 <a href="#">4</a> EXHIBIT by Jane Redman.. (vln, )

- Click the checkbox for the document to be linked
- Click 

## Query Feature

Registered participants should use this feature to query for specific case information.

- Click **Query**



The PACER login screen opens. Enter your PACER login and password.

**Note:** The PACER login and password are different from the ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning July 2002, you will be charged a fee of \$.07 per page to access documents, docket sheets, etc., from ECF.

After entering the PACER login and password, ECF opens a query data entry screen as depicted below.

- Enter the **Case Number**
- Click **[Run Query]**

The image shows the 'Query' screen of the ECF system. At the top is a blue navigation bar with the 'ECF' logo and links for 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. A yellow question mark icon is on the right. The main content area has a light yellow background. It is titled 'Search Clues'. Below this title are several search fields: 'Case Number' with a text box and examples '(Examples: 99-500, 1:99cv500)'; 'or search by' followed by 'Filed Date' and 'Last Entry Date' each with two text boxes and a 'to' label; 'Nature of Suit' with a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'; 'or search by' followed by 'Last Name', 'First Name', and 'Middle Name' each with a text box and examples '(Examples: Desoto, Des\*t)'; and 'Type' with a dropdown menu. At the bottom left are two buttons: 'Run Query' and 'Clear'.

- It is possible to query by the name of the party or an attorney in a case. Enter the requested information in the appropriate field name.
- If more than one person with the same name is in the database, ECF returns a screen from which to select the correct name. Click the name of the correct party.

- Should the individual be a party in more than one case, ECF will open a screen listing all the individual's cases. Click the case number hyperlink.

**Note:** Query is also possible by nature of suit. Enter a range for either the filed date or the last entry date. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When the Query is run, all cases that meet the criteria will be displayed.



At the top of the window, ECF displays the case number, parties to the case, presiding judge, date that the initial action was filed, and date of the last filing for the case. Select the specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

### **Attorney**

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case.

### **Case Summary**

Provides a summary of current case-specific information.

### **Deadlines/Hearings**

Produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines.

### **Docket Report**

---

Produces a full or partial docket report depending on the criteria selections as well as hyperlinks to the PDF files and NEF for the documents.

### **History/Documents**

Produces the case event history with docket text and documents associated with the case.

### **Other Queries**

The process for selecting and processing other queries is similar to what is described above.

---

## Reports Feature

The Reports feature of ECF provides users with several report options.

- Click **Reports**



- Docket Sheet, Civil Cases, and Criminal Cases directly connect to your PACER login and password. Calendar Events are available directly from ECF.

### Docket Sheet

- Click **Docket Sheet**
- Select search criteria
- Click **[Run Report]**

A screenshot of the ECF 'Docket Sheet' search form. The form has a blue header with the ECF logo and links for Civil, Criminal, and Query. The main area is white with a grey border. It contains several input fields: 'Case number', 'Filed' (selected with a radio button), 'Entered' (with a date range 'to'), 'Documents' (with a date range 'to'), and three checkboxes: 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include List of Parties and Counsel' (checked). There is a 'Sort by' dropdown menu set to 'Oldest date first'. At the bottom are two buttons: 'Run Report' and 'Clear'.

### Civil Cases Report

The **Civil Cases** report provides the flexibility to query ECF to locate cases electronically filed within a specific date range or by Nature of Suit and Cause Code.

- Click **Civil Cases**
- Select criteria
- Click **[Run Report]**

**ECF** Query • Reports • Utilities • Logout ?

**Civil Cases Report**

Office: East St. Louis, Benton  
Case type: Civil, Miscellaneous  
Nature of suit: 0 (zero), 110 (Insurance)  
Case flags: 2255, APPEAL  
Filed: 10/13/2003 to 10/20/2003  
Terminal digit(s): 2, 4-7  
☒ Open cases  
☐ Closed cases  
Sort by: Case Number  
Run Report Clear

Other report options are similar in features.



---

## Utilities Feature

The Utilities feature provides registered users access to maintain their account in ECF and view their ECF transactions.

- Click **Utilities**



## Your Account

This section of the **Utilities** feature provides the capability to maintain certain aspects of the ECF account with the court and to view a log of your transactions within ECF.

### Maintain Your Account

- Click **Maintain User Account**

This screen displays all the registration information contained within the ECF database for your account. **Please contact the Clerk's Office should any changes need to be made to your account data.**

A screenshot of the 'Maintain User Account' web form. The form is titled 'Maintain User Account' and contains various input fields for user information. Fields include: Last name (pre-filled with 'attorneytest'), First name, Middle name, Generation, Gender (dropdown), ATY Type (dropdown), Title, Type (pre-filled with 'aty'), Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State (dropdown), Zip, Country, County (dropdown), Phone, Fax, Initials, DOB, AO code, End date, Civil ref style (dropdown), Criminal ref style (dropdown), Date sworn, and Status (dropdown). There are also buttons for 'Email information...', 'More user information...', 'Submit', and 'Clear'.

- Click **[Email Information]**

---

ECF will e-mail the **Notices of Electronic Filing** based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses which will receive ECF notification.

- Click to insert a checkmark in the box to the left of “**to these additional addresses**”
- Enter the e-mail addresses of individuals. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.
- Stipulate the format of the ECF notices
- To enter all new information in your screen, click **Clear**  
**OR**  
Click **Return to Account Screen** to save changes

E-mail information for attorneytest

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices

☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

---

To edit or view login information for your account

- Click **More User Information**

**More User Information for attorneytest**

<b>Login</b>	<input type="text" value="attorneytest"/>	<b>Last login</b>	09-04-2003 08:33
<b>Password</b>	<input type="password" value="*****"/>	<b>Current login</b>	09-04-2003 08:33
<b>Prid</b>	67482	<b>Create date</b>	08/22/2003
<b>Registered</b>	Y	<b>Update date</b>	08/25/2003
<b>Groups</b>	Attorney		
<input type="button" value="Return to Account screen"/>		<input type="button" value="Clear"/>	

This screen displays the user login information and provides access to change your ECF password. Notice ECF displays a string of asterisks in the **Password** field. To change your ECF password, place the cursor in the **Password** field and delete the asterisks. Type the new password. ECF displays the actual characters of your new password. When complete, click **[Return to Account Screen]**. When all changes are complete, click **[Submit]** on the very bottom of the **Maintain User Account** screen to submit the changes to ECF. ECF will confirm that all updates were accepted. Begin using the new password during the next ECF session.

## View Your Transaction Log

From the **Utilities** screen, click **[View Your Transaction Log]**. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range and click **[Submit]**. ECF displays a report of all transactions in ECF within the date range specified for this account.

ECF			
Civil • Criminal • Query • Reports • Utilities • Logout			
Transaction Log			
Report Period: 01/01/1996 - 10/20/2003			
Id	Date	Case Number	Text
528	10/06/2003 13:32:12	3-03-cr-30346-1	NOTICE OF ATTORNEY APPEARANCE: Attorney One appearing for Cermen L Toney (One, Attorney)
531	10/06/2003 13:34:01	3-03-cr-30346-1	First MOTION for Discovery by Cermen L Toney. (One, Attorney)
671	10/08/2003 13:51:24	4-99-cr-99999-1	Amended MOTION to Suppress <I>Testimony</I> by Jane Doe. (Attachments: # (1))(One, Attorney)
Total Number of Transactions: 3			

---

Use this feature to review your transactions and to verify

- All your transactions are reflected in the log
- No unauthorized individuals have entered transactions into ECF using your login and password

### **Miscellaneous**

ECF provides three **Miscellaneous** functions within the Utilities feature.

1. Legal Research;
2. Mailings; and
3. Verify a Document.

**Legal Research** opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

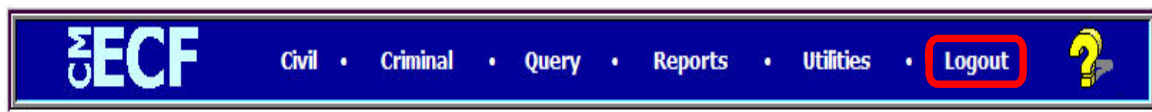
**Mailings** opens a new screen for requesting mailings from ECF.

**Verify a Document** opens a query screen to locate a particular document attached to a specific case number.

---

## Logout

After all transactions are complete, click **Logout** to properly exit from the system.



A small box will appear in the upper left corner indicating you are logging out of ECF.

**APPENDIX A**  
**UNITED STATES DISTRICT COURT**  
**SOUTHERN DISTRICT OF ILLINOIS**

**ELECTRONIC FILING REGISTRATION FORM**

Instructions: Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court, Southern District of Illinois. Complete the form on-line and submit the form on-line or print a hard copy, sign it, and present it to the Clerk's office at the address provide. **After verification, your user id and password will be electronically mailed to the e-mail address listed on the registration form.**

**Please Print or Type**

First Name: \_\_\_\_\_ Middle Initial/Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_ Generation (i.e., Sr., Jr.): \_\_\_\_\_  
Bar Id No.: \_\_\_\_\_  
Affiliation/Firm Name: \_\_\_\_\_  
Mailing Address(es): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_ Fax Number: (     ) \_\_\_\_\_ - \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Are you admitted to practice in the Southern District of Illinois? ☐ Yes ☐ No  
If Yes, are you a member in good standing? ☐ Yes ☐ No  
Are you admitted to practice pro hac vice in the Southern District of Illinois? ☐ Yes ☐ No

☐ I already have an ECF login that I use at another court, which is \_\_\_\_\_. Please assign the same login.

By submitting this registration form, the undersigned agrees to abide by all court rules, orders, policies, and procedures governing the use of ECF. The undersigned also consents to receiving NEF pursuant to Fed. R. Civ. P. 5(b) and 77(d) via the court's ECF. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their password and immediately notify the court if they learn that their password has been compromised.

Click button below to submit form on-line or submit completed Registration Form to the clerks office or via U. S. Mail to:

United States District Court  
Southern District of Illinois  
Attn: ECF Registration  
P. O. Box 249  
East St. Louis, IL 62202

**Court Use Only**

User Code Assigned: \_\_\_\_\_

Password Assigned: \_\_\_\_\_

Issuer: \_\_\_\_\_

Once your registration is complete, you will receive notification as to your user id and password. Procedures for using the system will be available for downloading at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov) . You may contact the ECF Help Desk at 1-866-867-3169 or 1-866-222-2104 if you have questions concerning the registration process.

---

**APPENDIX B**

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS**

Plaintiff

v.

Case No.

Defendant

---

**Certificate of Service**

I hereby certify that on [date], I electronically filed [document] with the Clerk of Court using the CM/ECF system which will send notification of such filings(s) to the following:

[names of individuals which will receive NEF],

and I hereby certify that on [date], I mailed by United States Postal Service, the documents(s) to the following non-registered participants:

[names of non-registered participants].

Respectfully submitted,  
s/[Name of Password Registrant]  
Name of Password Registrant  
Address  
City, State, Zip Code  
Phone: (xxx) xxx-xxxx  
Fax: (xxx) xxx-xxxx  
E-mail: xxx@xxx.xxx  
[attorney bar number, if applicable]

---

**APPENDIX C**

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF ILLINOIS**

Plaintiff

v.

Case No.

Defendant

---

**NOTICE OF MANUAL FILING**

Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document or item:

**[Title of Document or Item]**

This document has not been filed electronically because:

- ☐ The document or item cannot be converted to an electronic format
- ☐ The electronic file size of the document exceeds 20 pages  
(*Electronic Filing Rule 5*)
- ☐ The document or item is filed under seal  
(*Electronic Filing Rule 6*)
- ☐ [Plaintiff/Defendant] is excused from filing this document or item by court order.
- ☐ Other \_\_\_\_\_

The document or item has been manually served on all parties.

Respectfully submitted,  
s/[Name of Password Registrant]  
Name of Password Registrant  
Address  
City, State, Zip Code  
Phone: (xxx) xxx-xxxx  
Fax: (xxx) xxx-xxxx  
E-mail: xxx@xxx.xxx  
[attorney bar number, if applicable]



---

## **APPENDIX D**

# **ECF Civil Events for Attorneys and Pro Se Users**

## **Initial Pleadings and Service**

### **Complaints and Other Initiating Documents**

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Case Transferred In - Divisional Transfer
- Case Transferred Out - Divisional Transfer
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- Notice to Take Foreign Deposition
- Petition for Writ of Habeas Corpus
- Petition to Enforce IRS Summons
- Petition to Perpetuate Testimony
- Registration of Foreign Judgment
- Third Party Complaint

### **Service of Process**

- Request for Waiver of Service
- Service by Publication
- Summons Returned Executed
- Summons Returned Executed as to USA
- Summons Returned Unexecuted
- Waiver of Service Executed
- Waiver of Service Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

---

## **Answers to Complaints**

### **Other Answers**

Affirmative Defenses

Amended Answer to Complaint

Answer to Writ of Garnishment  
Claim

Objection to Report and Recommendations

Response to Objection to Report and Recommendations

Traverse

---

## Motions and Related Filings

### Motions

Adopt	Expedite
Alter Judgment	Extension of Time to Amend
Amend/Correct	Extension of Time to Complete Discovery
Appeal In Forma Pauperis	Extension of Time to File Answer
Appoint Counsel	Extension of Time to File Document
Appoint Expert	Extension of Time to File Response/Reply
Appoint Guardian/Attorney ad Litem	File Excess Pages
Appoint Receiver	For Order
Approve Consent Judgment	Forfeiture of Property
Attorney Fees	Hearing
Bar	In Limine
Bifurcate	Intervene
Bill of Costs	Issuance
Bond	Issuance of Warrant in rem
Certificate of Appealability	Joinder
Certify	Judgment Debtor Exam
Certify Class	Judgment NOV
Change Venue	Judgment as a Matter of Law
Clarify	Judgment of Forfeiture
Compel	Judgment on the Pleadings
Consolidate Cases	Judgment under Rule 54(b)
Contempt	Leave to Appeal
Continue	Leave to File Document
Copy	Letters Rogatory
Declaration of Mistrial	Lift Stay
Declaratory Judgment	Miscellaneous Relief
Default Judgment	More Definite Statement
Deposit Funds	New Trial
Directed Verdict	Order of Sale
Disbursement of Funds	Partial Summary Judgment
Discharge	Permanent Injunction
Disclosure	Preliminary Injunction
Discovery	Proceed In Forma Pauperis
Dismiss	Produce
Disqualify Counsel	Protective Order
Disqualify Judge	Quash
Disqualify Juror	Reassign Case
Effect Levy	Reconsideration
Enforce	Recusal
Enforce Judgment	Reinstate
Entry of Default	Release of Bond Obligation
Exclude	Release of Exhibits

---

## **Motions (Continued)**

Release of Funds	Substitute Attorney
Remand	Substitute Party
Reopen Case	Summary Judgment
Return of Property	Supplement
Review	Suppress
Sanctions	Take Deposition
Seal	Taxation of Costs
Seal Case	Temporary Restraining Order
Seal Document	Transfer Case
Sealed Motion	Unseal Case
Service by Publication	Unseal Document
Set Aside	Vacate
Set Aside Default	Waive
Set Aside Forfeiture	Withdraw
Set Aside Judgment	Withdraw Reference
Set Aside Verdict	Withdraw as Attorney
Settlement	Writ
Sever	Writ of Garnishment
Show Cause	Writ of Habeas Corpus ad prosequendum
Stay	Writ of Habeas Corpus ad testificandum
Strike	Writ of Mandamus

## **Responses and Replies**

- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Reply to Response to Motion
- Response
- Response in Opposition to Motion
- Response in Support of Motion
- Response to Motion

---

## **Other Filings**

### **Discovery Documents**

- Answer to Interrogatories
- Deposition
- Disclosure of Interested Parties
- Request for Admissions

### **Notices**

- Notice (Other)
- Notice of Appearance
- Notice of Application for Writ
- Notice of Change of Address
- Notice of Lis Pendens
- Notice of Removal
- Notice of Settlement
- Notice of Statement of Compliance
- Notice of Voluntary Dismissal

### **Trial Documents**

- Exhibit List
- Expert Witness Designation
- Trial Brief

### **Appeal Documents**

- Appeal of Magistrate Judge Decision to District Court
- Appellants Brief
- Appellants Reply Brief
- Appellees Brief
- Designation of Record on Appeal
- Docketing Statement
- Notice of Appeal
- Notice of Cross Appeal
- Notice of Interlocutory Appeal

---

## **Other Documents**

Abstract of Judgment  
Acknowledge of Receipt of Exhibits  
Affidavit  
Amended Document (NOT Motion)  
Application for Writ  
Bill of Costs  
Consent to Removal  
Financial Affidavit - CJA 23  
Joinder  
Joint Report of Parties  
Jury Demand  
Memorandum in Support of 2255  
Objections to Answer to Writ  
Petition for Writ of Mandamus  
Pretrial Memorandum  
Release of Lien  
Report of Sale  
Response to Order to Show Cause  
Satisfaction of Judgment  
Status Report  
Stipulation  
Stipulation for Release of Exhibits  
Stipulation of Dismissal  
Suggestion of Bankruptcy  
Suggestion of Death  
Supplement

## **Social Security Events**

### **Social Security Documents**

Social Security Brief by Defendant  
Social Security Brief by Plaintiff  
Social Security Reply Brief by Plaintiff  
Social Security Transcript of Administrative Record

---

# ECF Criminal Events for Attorneys

## Charging Instruments and Pleas

### Plea-Related Documents

Plea Agreement  
Stipulations of Fact

## Motions and Related Filings

### Motions

Alter Judgment	Extension of Time to File Response/Reply
Amend/Correct	Extension of Time to Indict
Appeal In Forma Pauperis	File Amicus Brief
Appear	Forfeiture of Property
Appoint Counsel	Handwriting Exemplars
Appoint Expert	Hearing
Attorney Fees	In Limine
Bar	Inspect
Bifurcate	Issuance of Warrant in rem
Bill of Particulars	Joinder
Bond	Judgment NOV
Brady Material	Judgment of Acquittal
Certificate of Appealability	Leave to Appeal
Change Venue	Leave to File Document
Compel	Medical Exam
Contact Visit	Medical Treatment
Continue	Miscellaneous Relief
Copy	Modify Conditions of Release
Declaration of Mistrial	New Trial
Detain	Order of Competency to Stand Trial
Directed Verdict	Permit Marriage
Disclosure	Produce
Discovery	Protective Order
Dismiss	Psychiatric Exam
Disqualify Counsel	Psychiatric Treatment
Disqualify Judge	Quash
Disqualify Juror	Quash Indictment/Information
Early Termination of Probation	Reconsideration
Exclude	Recusal
Expedite	Reduce Sentence - Not Sealed
Extension of Time to File Document	Reinstate

---

Release Bond Obligation	Set Aside Verdict
Release from Custody	Sever Defendant
Release of Exhibits	Show Cause
Release of Funds	Speedy Trial
Remand	Strike
Remission of Assessment	Subpoena
Return of Property/Post Trial	Substitute Attorney
Return of Property/Pre Trial	Supplement
Revocation of Probation	Suppress
Revocation of Supervised Release	Surrender
Revoke - Not Sealed	Temporary Custody Transfer - Not Sealed
Sanctions	Travel
Seal	Unseal Case
Seal Case	Unseal Document
Seal Document	Vacate
Sealed Motion	Warrant
Sentencing Departure - Not Sealed	Warrant for Arrest of Property
Separate Trial on Counts	Withdraw Document
Service by Publication	Withdraw Plea of Guilty
Set Aside Forfeiture	Withdraw Plea of Nolo Contendere
Set Aside Judgment	Withdraw as Attorney
Set Aside Sentence	Writ
	Writ of Habeas Corpus ad prosequendum
	Writ of Habeas Corpus ad testificandum

### **Responses and Replies**

- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Reply to Response
- Response
- Response in Opposition
- Response in Support
- Response to Motion



---

## **Other Filings**

### **Discovery Documents**

- Notice of Insanity Defense
- Notice of Insanity Witness
- Withdrawal of Insanity Defense
- Withdrawal of Insanity Witness

### **Waivers**

- Waiver of Counsel
- Waiver of Indictment
- Waiver of Interstate Agreement on Detainers
- Waiver of Preliminary Examination or Hearing
- Waiver of Presence at Arraignment
- Waiver of Presentence Investigation Report
- Waiver of Rule 40 Hearings
- Waiver of Speedy Trial
- Waiver of Trial by Jury

### **Service of Process**

- Application for Writ of Habeas Corpus ad Prosequendum
- Application for Writ of Habeas Corpus ad Testificandum
- Judgment Returned Executed
- Search Warrant Returned Executed
- Search Warrant Returned Unexecuted
- Summons Returned Executed
- Summons Returned Unexecuted
- Warrant Returned Executed
- Warrant Returned Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

### **Notices**

- Notice (Other)
- Notice of Attorney Appearance - Defendant
- Notice of Attorney Appearance - USA
- Notice of Lien
- Notice of Lis Pendens
- Notice/ Acknowledgment of PSI
- Release of Lien

### **Trial Documents**

---

Exhibit List  
Trial Brief  
Witness List

### **Appeal Documents**

Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case  
Designation of Record on Appeal  
Docketing Statement  
Notice of Appeal - Conditions of Release  
Notice of Appeal - Final Judgment  
Notice of Appeal - Interlocutory

### **Other Documents**

Acknowledgment of Receipt of Exhibits  
Affidavit  
Affidavit - Rule 40  
Amendment  
Brief  
Consent to Trial Before US Magistrate Judge  
Elements of Offense  
Financial Affidavit - CJA23  
Information to Establish Prior Conviction  
Medical Report  
Objection  
Objection to Presentence Investigation Report  
Pretrial Memorandum  
Psychiatric Report  
Receipt for Release of Exhibits  
Response to Order to Show Cause  
Sentencing Memorandum - Not Sealed  
Status Report  
Stipulation  
Submission of Relevant Offense Conduct  
Supplement  
Version of Offense

---

**APPENDIX E**  
**INSTRUCTIONS/GUIDE FOR ENTERING PARTY NAMES**

- A. Agencies**
- B. Business Names**
- C. Cities/States/Townships**
- D. John Does**
- E. Estates**
- F. Individuals**
- G. Minors**
- H. Property/Currency**
- I. Union Names**
- J. Unknown Names**

**NOTE: Do not enter party names using all CAPITAL letters.**

---

## **AGENCIES**

### **Document Caption:**

**Department of Health and Human Services  
Kenneth S. Apfel, Commissioner of Social Security  
Secretary of Health and Human Services**

### **Enter Party Name As:**

**Commissioner of Social Security**

### **Document Caption:**

**United States of America, Internal Revenue Service  
Internal Revenue Service**

### **Enter Party Name As:**

**Internal Revenue Service**

### **Document Caption:**

**United States of America**

### **Enter Party Name As:**

**USA**

---

## **BUSINESS NAMES**

### **Document Caption:**

**The Rust Company**

### **Enter Party Name As:**

**Rust Company**

**\*\*\*Omit “A, An, or The” in the Party Name\*\*\***

---

## **CITIES/STATES/TOWNSHIPS**

### **Document Caption:**

**The City of Collinsville**

### **Enter Party Name As:**

**Last Name field: Collinsville**

**First Name field: City of**

**\*\*\*Omit “The” in the party name\*\*\***

### **Document Caption:**

**City of Belleville**

### **Enter Party Name As:**

**Last Name field: Belleville**

**First Name field: City of**

---

**JOHN DOES**

**Document Caption:**

**John Doe I - X**

**Enter Party Name As:**

**Last Name field: Doe**

**First Name field: John**

**Party Text field: I - X**

**Document Caption:**

**John Doe Police Officers 1 - 10**

**Enter Party Name As:**

**Last Name field: Doe**

**First Name field: John**

**Party Text field: Police Officers 1 - 10**

**\*\*\*If numerous amount of “John Does” are listed separately, be sure to list together\*\*\***

**\*\*\*Do not add the numbers, letters or roman numerals to the party name - add as a party text\*\*\***

---

## **ESTATES**

### **Document Caption:**

**Eloise Coleman, Executor of the Estate of John Coleman**

### **Enter Party Name As:**

**Last Name field: Coleman**

**First Name field: Eloise**

**Party Text field: Executor of the Estate of John Coleman**



---

## **INDIVIDUALS**

### **Document Caption:**

**Sgt. James**

### **Enter Party Name As:**

**Last Name field: James**

**First Name field: Sgt.\***

**\*Enter title of person in the first name field only when no first name is listed.**

### **Document Caption:**

**E. A. Stepp, Warden**

### **Enter Party Name As:**

**Last Name field: Stepp**

**First Name field: E.**

**Middle Name field: A.**

**Party Text field: Warden**

### **Document Caption:**

**Thomas Green, Jr.**

### **Enter Party Name As:**

**Last Name field: Green, Jr.**

**First Name field: Thomas**

**\*\*\*Do not use the “Generation” field when entering a party name\*\*\***

---

## **MINORS**

### **Document Caption:**

**Minor Child, by and through his guardian ad litem William P. McGuire**

### **Enter Party Name As:**

**Last Name Field: McGuire**

**First Name Field: William**

**Middle Name field: P.**

**Party Text field: Minor Child, by and through his guardian ad litem**

---

**PROPERTY/CURRENCY**

**Document Caption:**

**Six Thousand Dollars in United States Currency**

**Enter Party Name As:**

**\$6,000 in United States Currency**

**Document Caption:**

**One Parcel of Real Estate located at 2313 Parkside Place, Phoenix, AZ**

**Enter Party Name As:**

**2313 Parkside Place, Phoenix AZ, One Parcel of Real Estate located at**

**Document Caption:**

**One 1982 Buick Riviera Automobile, VIN #1G4A25747CE4**

**Enter Party Name As:**

**Buick Riviera Automobile, One 1983, VIN #1G4A2547CE4**

---

## **UNION NAMES**

### **Document Caption:**

**Building Laborers Local 3109 Pension Fund**

### **Enter Party Name As:**

**Last Name field: Building Laborers Pension Fund**

**First Name field: Local 3109**

**\*\*\*Always enters the “Local” in the First Name field\*\*\***

---

## **UNKNOWN NAMES**

### **Document Caption:**

**Unknown Spouse of Kenneth M. Keller, If Any**

### **Enter Party Name As:**

**Last Name field: Unknown Spouse of Kenneth M. Keller**

### **Document Caption:**

**Unknown Tenants, if any, of the property located at 112 Prospect Street, Lodi, OH 44254**

### **Enter Party Name As:**

**Unknown Tenants, 112 Prospect Street, Lodi, OH 44252**

### **Party Naming Standards**